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# Neighborhood Arts Program

Guidelines for FY 2007-08

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## PURPOSE

The Office of Cultural Affairs established the "Neighborhood Arts Program" to broaden access to quality arts programming throughout San Antonio's diverse communities and neighborhoods. Its purpose is to support partnerships between arts organizations/artists and non-arts organizations in all sectors of the community.

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## PROJECT PERIOD

The project can take up to two years to complete between 2007 and 2009.

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## WHO CAN APPLY

Eligible applicants must consist of a partnership between an arts or cultural organization(s) or individual artist(s) and any of the following: neighborhood and homeowner associations, neighborhood commercial revitalization projects (NCRs), public schools, universities, community centers, hospital and care facilities, churches, or other community organizations. **Partnerships must be established at the time of application.**

Either the artist/organization or community partner must have IRS designated tax exempt 501(c)(3) status. If neither partner has not-for-profit status, a fiscal sponsor for the project with 501(c)(3) status can fulfill the requirement. The fiscal sponsor will then act in a fiduciary capacity as the formal grant recipient.

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## FUNDING

To maximize the available funding, awards are based on established equal council district allocations of \$20,000 per district. Awards range between \$5,000 and \$20,000. Awards may also be less than the amount requested.

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## REQUIREMENTS

All NAP project participants are required to:

- Be completed within the two-year project period.
- Include a publicly accessible culminating event or activity that can be marketed citywide to all San Antonio communities and visitors.
- Take place in a geographically defined area (City Council District) in the City of San Antonio.
- Meet the match requirement (This is not required of first-time applicants. A first-time applicant is defined as an applicant who has not received funding through the Arts in the Community, Neighborhood Heritage Initiative/Neighborhood Arts Program).
- Attend a Contract Training Session designated by the Office of Cultural Affairs.
- Submit timely progress reports in addition to images and an evaluation to OCA following the project's conclusion.
- Be evaluated by OCA Staff at the project's completion. This Compliance Evaluation will be appended to future applications for funding.
- Public art projects will be referred to appropriate city departments (such as Design Enhancement or Parks & Recreation) for initial assessment of project and budget.
- Mural projects require a letter of commitment from owner(s) of buildings to be painted.

Examples of potential projects include, but are not limited to: Public art, public performances, exhibitions, arts in education programming for adults, children, at-risk youth, or seniors, mural projects, after-school programming, neighborhood art and cultural heritage projects, arts services in hospitals or care facilities, community art festivals, satellite art space programming, or any type of cultural/art instruction or activity that encourages communities to partner to provide art services.

Regardless of the TYPE of project you choose to do, ALL PROJECTS must include a publicly accessible culminating event or activity that can be marketed citywide to support San Antonio cultural tourism efforts. When planning your project, it is suggested that you establish your culminating event or activity first to ensure that your project/programming supports this requirement.

There is no matching funds requirement for first time applicants only. If you have received NAP funding at any time in the past, you are required to match your request 1:1 in any combination of cash or in-kind services.

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## INELIGIBLE PROJECTS AND USE OF FUNDS

Projects which are not clearly arts services, do not take place in a geographically defined area (City Council District) of San Antonio, are listed as a funding restriction, do not include a culminating event or activity, or which cannot be completed within the project period, are ineligible. Funds cannot be used for:

- Projects or activities previously funded by OCA that do not address new target audiences, evolving community needs, and new partnerships.
- Operating or administrative costs that are not directly incurred by the project.
- Projects of a religious nature designed to promote or inhibit religious belief and/or practice and which have no basic underlying secular theme or topics.
- Projects or activities that are traditionally the responsibility of government.
- Private events closed to the general public, activities restricted to an organization's membership, or occurring outside of the city.
- Loan repayments, fines, interest and/or penalties, deficit reduction, or litigation costs.
- Lobbying expenses and political contributions.
- Capital improvements, construction, renovations, and structural maintenance of facilities.
- Fundraising events and activities.
- Tuition, scholarships, and purchase awards or prizes.
- Licensing fees of any kind.
- Food or beverage for hospitality or entertainment functions.
- Subgranting or regranting awarded funds.
- Purchase of equipment or property.
- Other restrictions in standard City contract.

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## REVIEW CRITERIA

Applications are reviewed against the following criteria and weighted on a 100-point scale.

### **Artistic Merit & Cultural Relevance.** (40 points)

The partnership should clearly demonstrate high artistic quality and cultural relevance of proposed program, innovation, creativity, and presentation of program(s) and/or product(s), and value of the project to the community it intends to serve.

### **Partnership, Impact, and Sustainability** (30 points)

The partnership should clearly demonstrate how the proposed project will effectively address the program goals, show evidence of community need by demonstrating community involvement in the planning and implementation, describe a specific participatory evaluation plan, and show long-term viability of the cultural activities.

### **Budget, Schedule, Site Visit & Compliance Evaluation\*** (20 points)

The partnership must present a realistic, justifiable, and accurate budget and program schedule likely to result in the successful completion of the project. For previously funded applicants, the most recent Site Visit & Compliance Evaluation will be part of the review process. This portion of the review process is conducted by OCA Staff.

*\*if not first time applicant*

### **Audience Development and Promotion** (10 points)

The partnership should clearly demonstrate its ability to successfully expand existing audiences, and also create and implement a marketing plan for the required culminating event or activity.

### **City Policy/Plan Coordination** (Possible extra 5-10 points--Not required)

Additional points may be awarded to proposed projects that link with or complement other City of San Antonio efforts such as: City Master Plan, Community Revitalization Action Group (CRAG) report, neighborhood or transportation plans, or other initiatives that target particular communities for economic or infrastructure-based revitalization.

## REVIEW PROCESS

OCA Staff will review all applications for completeness and basic eligibility. Staff may contact applicants for additional materials.

A Review Committee comprised of arts professionals, artists, community and corporate volunteers from each council district \* will evaluate each application using the review criteria. The Committee reflects the diversity of populations and art activities served. Committee Members receive an orientation concerning the purpose and policies of the program and may visit applicants in person. Committee Members meet to discuss and score each application in an open public meeting, however individual members' evaluations are confidential and will not be provided to the applicants. OCA will provide applicants with written Committee comments, totaled with an average score, and ranking among fellow applicants. Committee Members who have a conflict of interest with an applicant will neither review nor score that application.

\*Every attempt is made to have 2 members from each district

Applicants are encouraged to nominate Committee Members, but may not submit persons directly affiliated with their organization. Interested parties should contact Victoria Garcia de Marquez at 207-8488 or visit [www.sanantonio.gov/art](http://www.sanantonio.gov/art) for a Review Committee nomination form.

Written appeals may be made after the open panel review. At a public meeting, the Cultural Arts Board considers appeals and makes funding recommendations based on the applicant's score and funds available.

The Office of Cultural Affairs Director will forward recommendations to the City Manager's Office and City Council for final approval.

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## ASSURANCES

At the time of application, the partnership assures that:

1. The activities and services for which financial assistance is sought will be administered by the applicant organization. If the applicant organization is entirely run by volunteer staff, there must be two members minimum of that organization who will administer the grant.
2. It will comply with existing local, state and federal laws that prohibit discrimination based on race, color, national origin, age, sex, sexual orientation, or disability in accordance with the Americans with Disabilities Act of 1990.
3. It will include in all published materials and announcements regarding funded activities, an acknowledgement that the activities are "supported (in part) by the City of San Antonio - Office of Cultural Affairs."
4. It is not knowingly fostering, encouraging, promoting, or funding any project, production, workshop and/or program that includes obscene material as defined in Section 43.21, Penal Code of Texas.
5. It will maintain auditable financial records reflecting generally accepted accounting standards related to their overall activities, submit itemized reports or expenditures as required by established City procedures, and submit timely reports reflecting the progress made in achieving the approved goals and objectives of the recipients.

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## APPLICATION INSTRUCTIONS

Check website for more in-depth instructions on completing the application as well as, availability of the online application.

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## APPLICATION DEADLINE

Deadline for the on-line application **TO BE DETERMINED**. Support materials must be received in the Office of Cultural Affairs located at 318 W. Houston, Suite 301 no later than **TO BE DETERMINED**.

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## TECHNICAL ASSISTANCE

These guidelines are available on the web at [www.sanantonio.gov/art](http://www.sanantonio.gov/art) or from Victoria Garcia de Marquez at the Office of Cultural Affairs, 210-207-8488 (phone), 210-228-0263 (fax), or [vgarciademarquez@sanantonio.gov](mailto:vgarciademarquez@sanantonio.gov). The Office of Cultural Affairs staff is available to provide assistance in developing project concepts more fully and/or reviewing completed draft applications. Technical assistance is available at the OCA Office if you do not have a computer or experience other problems.

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